

Office of Research and National Best Practices
Procedure to Request State Planning and Research, Part II, Money
for Pooled Fund Projects
February 27, 2007

The following procedure is required to request State Planning and Research (SPR), Part II, Program money for Michigan Department of Transportation (MDOT) participation in pooled fund studies.

1. Submit a written document, followed by an electronic version in Word format, to the Engineer of Research and National Best Practices with the following information:
 - a. What is the name and focus area(s) of this pooled fund study?
 - b. Location of activity?
 - c. Who are the other participants?
 - d. Explain what MDOT's requirements will be to participate in this pooled fund study.
 - i. SPR, Part II, dollars.
 - ii. Dollars from other funds.
 - iii. MDOT staff participation.
 - iv. Duration of participation in what capacities.
 - v. Will out-of-state travel be required?
 - vi. Other considerations as applicable.
 - e. What is the expected result or end product?
 - f. Explain how this project outcome matches the strategic plan and goals of MDOT.
 - g. Explain how participation in this pooled fund will help meet MDOT's goals.
 - h. Explain how MDOT will be able to implement or incorporate the results from this pooled fund study.
2. The Office of Research and National Best Practices (ORNBP) will review and explore the viability of the benefits to MDOT and SPR, Part II, fund availability for the project.
3. ORNBP will prepare a comprehensive proposal incorporating the above submittal and specifying the financial impact to any and all currently approved projects, regardless of start date, as well as the overall SPR, Part II, Program budget if MDOT participation in this proposed pooled fund study is approved.
4. The Engineer of Research will present this comprehensive proposal for executive review and decision.